

Common Neighborhood Roles



It is important for a neighborhood association to remain as inclusive as possible. Therefore, any person who lives or owns within the neighborhood association boundaries, or who meets the criteria as set forth in your association's bylaws, is a prospective member and will be able to participate in the association.

An association's bylaws should specify the positions and the general framework of the electoral process. Below are sample "position" descriptions to help a new neighborhood get started.

Board of Directors

A Board of Directors structure promotes leadership continuity and broadens involvement across the neighborhood association's boundaries. The structure also provides opportunities to delegate. Board composition and roles are at the discretion of the neighborhood association. Roles often include officers and members at-large or street representatives.

- Supervises the affairs of the neighborhood association
- Coordinates meetings, including time, place, and outreach
- Performs duties outlined in the bylaws
- Reports decisions at general meetings

Neighborhood Liaison(s)

- Oversees the schedule of meetings and activities
- Helps neighbors form committees based on their interests
- Represents the association in a public capacity
- Acts as a central point of contact for the community, city staff, and elected officials
- Develops a meeting agenda
- Encourages participation by other members of the neighborhood
- Exhibits good leadership qualities and is a role model to the members of the association

President

- Oversees the schedule of meetings and activities
- Coordinates the activities of officers, leaders, and committees
- Appoints committees as needed. The chairperson is an ex-officio member of all committees except the nominating committee
- Represents the association in a public capacity
- Acts as a central point of contact for the community, city staff, and elected officials
- Arranges for a regular meeting time and place each month
- Reviews tasks and makes assignments
- Develops a meeting agenda

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- Contacts each person who has a part during the meeting and encourages him/her to be prepared
- Arrives at least 30 minutes before the meeting to set up the room
- Exhibits good leadership qualities and is a role model to the members of the association.

Vice President

- Assists the president
- Presides at meetings and performs other duties in the absence of the chairperson
- Arrives at least 30 minutes before the meeting to set up the room
- Responsible for introducing new members and guests at meetings

Secretary

- Keeps complete and accurate minutes of all meetings.
- Reads letters of information or any other correspondence to the group. Writes letters for the association.
- Maintains current and comprehensive membership records.
- Contacts members who have missed several meetings and extends an invitation for them to attend the next meeting.

Treasurer

- Keeps accurate records of all receipts and expenditures of association funds
- Plans a budget and presents to the association for approval
- Pays bills as approved by the association in a timely and accurate manner
- Gives a financial report at each meeting or as requested by the chairperson
- Prepares financial report for the year and presents it to the association
- Provides written and financial reports for the Secretary to include with the minutes
- Maintains custody of collected neighborhood funds
- Responsible for accounting the funds to the Board and general membership
- Provides accounting documents upon request

Standing Committees

Neighborhood associations often appoint standing committee on topics of interest to the neighbors. Standing committees allow individuals to develop expertise in specific subject areas and help the neighborhood stay informed or involved with the City. Common standing committees include:

- Communications and Outreach Committee
- Emergency Preparedness Committee
- Public Safety Committee
- Parks Committee
- Welcome Committee